

AMERICAN ACADEMY OF PHYSICIAN EDUCATION
(AA-PE)

JOINT SPONSORSHIP POLICY

Jointly sponsored activities are those sponsored with AA-PE and a non-accredited education organization. As with any continuing medical education activity, to meet its obligation as an organization accredited by the Institute for Medical Quality under the ACCME, AA-PE holds the activities it jointly sponsors to the same standards relating to sole sponsorship by AA-PE. The following conditions must be met in a joint sponsorship with AA-PE:

The joint sponsor must follow the policies, procedures and formats as set forth by AA-PE.

The proposed activity must be consistent with AA-PE, Office of Continuing Medical Education (OCME) mission statement.

A member of AA-PE must serve as one of the advisory board members of the activity, and AA-PE must authorize the activity.

AA-PE must be involved in the planning and development of any jointly sponsored activity it designates for credit. A representative of AA-PE must review and approve the needs assessment process, the learning objectives, design of the educational activity, final faculty selection, evaluation methodology and budgets. In addition, all activities must be reviewed for content validation at the expense of the non-accredited education partner.

Jointly sponsored activities must comply with the ACCME Essential Areas and Policies. Any commercial funds solicited on behalf of the activity must be received by AA-PE or must be authorized in writing to be delivered to the joint sponsor who shall provide full budgets and updates to AA-PE. The non-accredited education sponsor may solicit commercial funds with the direction of AA-PE, but may not make any representations or commitments to funding sources as to content, choice of speakers, or anything else not allowed by the Essential Areas and Policies of the ACCME.

All commercial supporters must sign a Third Party Letter of Agreement (LOA), either an AA-PE LOA or the supporting company's LOA. The commercial supporter will be acknowledged in the activity's materials once the signed LOA has been fully executed. AA-PE's activity director and all speakers of the activity will be required to complete and return to AA-PE a Disclosure of Relationship Form prior to any activities.

AA-PE must review the budget periodically throughout the planning stage to ensure that adequate resources have been devoted to the development of an activity consistent with meeting the activity's objectives. AA-PE will withdraw from an activity if resources are inadequate for the development of a high quality activity.

All budget items for the activity, including, but not limited to honoraria, reimbursements, tuitions and grants, must receive the prior approval of AA-PE. AA-PE must review and approve all advertising materials associated with the activity prior to release. American Academy of Physician Education must be clearly recognized as a joint sponsor. The following joint sponsorship statement must appear on all advertising materials:

This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education through the joint sponsorship of The American Academy of Physician Education and (name of non- accredited provider). The American Academy of Physician Education is accredited by the Institute for Medical Quality/California Medical Association (IMQ/CMA) to provide continuing medical education for physicians. AA-PE takes responsibility for the content, quality and scientific integrity of this CME activity.

AA-PE designates this educational activity for a maximum of **XX** AMA PRACategory 1 Credit(s)TM. Physicians should only claim credit commensurate with the extent of their participation in the activity. This credit may also be applied to the CMA Certification in Continuing Medical Education.

The responsibilities of the non-accredited education sponsor will be clearly enumerated in the Joint Sponsorship Agreement. AA-PE will withdraw from any joint sponsorship if the non-accredited education sponsor fails to meet its obligation in the agreement or fails to comply with this policy.

AA-PE holds its jointly sponsored activities to the same standards as activities it directly sponsors with regard to fulfillment of its CME mission, needs assessment, setting of objectives, use of systematic planning processes, evaluation, documentation, the ACCME Standards for Commercial Support and enduring materials. The CEO of AA-PE along with the CME committee, whose decision in any dispute is final, will resolve any confusion regarding AA-PE standards.

All potential joint sponsorships will be examined on their individual merits. Although all CME activities jointly sponsored with AA-PE must comply with this policy, AA-PE reserves the right to refuse to enter into a joint sponsorship with a non-accredited education sponsor for any reason whatsoever, regardless of that organization's willingness to comply with this policy.

AA-PE will charge a fee for its services. This fee and the terms for its payment will be mutually agreed upon in the Joint Sponsorship Agreement.

All future use of this activity (e.g., derivatives such as tapes, publications, computer programs, etc.) may be distributed only with the prior approval and written consent of AA-PE.

Marketing and/or publicizing of any derivative of this jointly sponsored activity,

including direct mail, fax and/or e-mail notification, telemarketing, etc., may proceed only upon prior approval and written consent of AA-PE.

The activity and related events must comply with AMA's Guidelines on Gifts to Physicians from Industry, in compliance with the policies of the AMA Council on Ethical and Judicial Affairs, 8.061 and 9.011.

The activity must comply with the American Academy of Physician Education's Policy on Full Disclosure.